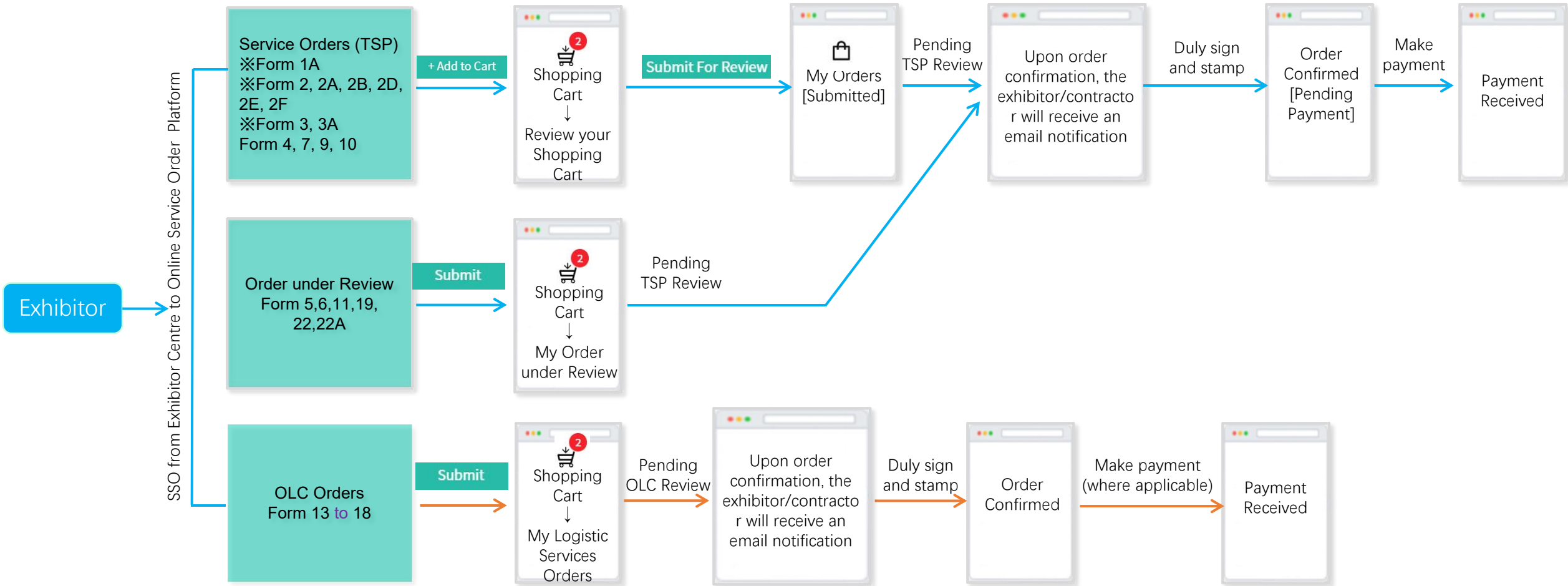




**中国国际纺织机械展览会
暨ITMA亚洲展览会
ITMA ASIA + CITME 2024**

ONLINE SERVICE ORDER PLATFORM USER GUIDE

Online Service Order Platform Flowchart




Form 1, 1B, 1C, 2C, 8, 12, 20, 21, 23, 24, 25, 26, 27 are for information collection and will not appear as orders. Follow-up action will be taken by the Operations Centre.


Exhibitor can click "Export" to save a copy as PDF, or click 'View uploaded' to view Form24,25,26.


Homepage


Top up right button:


- [Return to Exhibitor Centre](#)


 Stand Information

 Service Form Submission

 Stand Plan Submission

 Contractor Qualification

 Notices

 Technical Documents

Home

Welcome!

TEST 测试公司3

You Are Here H3

Your Stand No. TEST C01

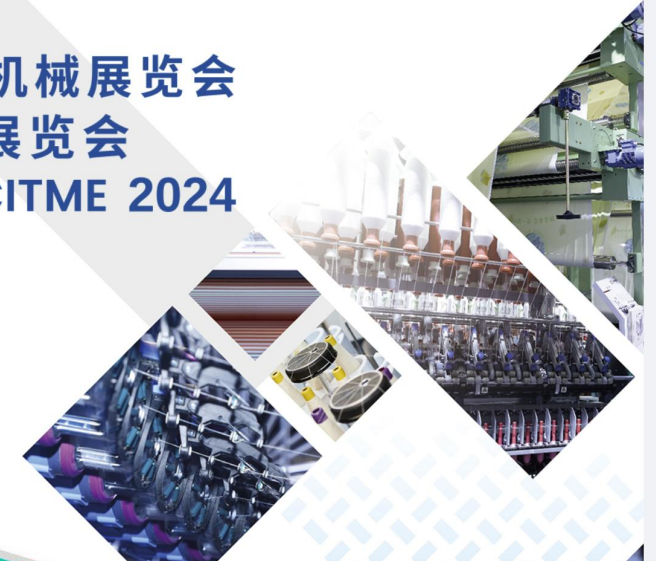


中国国际纺织机械展览会
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Exhibition and Convention Center

2024.10.14 - 18
国家会展中心 中国·上海



Side Menu

Stand Information → Exhibitor and stand information

Service Form Submission → Submit online service forms including A11 entitlements

Stand Plan Submission → Submit stand plans, technical plans and exhibit layout plans.







Contractor Qualification → Upload documents like contractor business licence, certificate etc

Technical Documents → Download Technical Regulations, Pre-arrival guide, User Guide etc.

Welcome window:

- [Switch Exhibitor Account \(For multiple applications\)](#)

My Orders x

-  Stand Information
-  Service Form Submission
-  Stand Plan Submission
-  Contractor Qualification
-  Notices
-  Technical Documents

Home

Welcome!

TEST 测试公司3

You Are Here H3

Your Stand No. TEST C01



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Top right panel functions:

-  My Orders→View My Confirmed Orders
-  Shopping Cart→To view Shopping Cart
-  Shopping Cart→View My Orders under Review
-  Shopping Cart→View My Logistic Services Orders
-  Notifications
-  View Contact Information
-  Switch between English & Chinese

Shopping Cart – for forms 1A, 2, 2A, 2B, 2D, 2E, 2F, 3, 3A, 4, 7, 9, 10

- Home
- Order Items X
- Shopping Cart

- Stand Information
- Service Form Submission
- Stand Plan Submission
- Contractor Qualification
- Notices
- Technical Documents


<input type="checkbox"/>	Picture	Item Name	Specifications	Qty	Unit Price(CNY)	Deposit(CNY)	Action
<input type="checkbox"/>		3P 30A/380V for Domestic	No.	<input type="text" value="1"/>	4150		Delete
<input type="checkbox"/>		3P 15A/380V for Domestic	No.	<input type="text" value="1"/>	2400		Delete
<input type="checkbox"/>		SP 15A/220V for Domestic	No.	<input type="text" value="1"/>	1200		Delete

My Order under Review

Name

Delete

Selected Item(s) 0 Price 0 Subtotal 0 Deposit 0 Surcharge 0 Total Amount: 0 [Submit For Review](#)

- You can modify the quantity, delete the item, or “Submit for Review”
- Please review and submit your orders by clicking "Submit for Review"
- After checking out, the order goes to  “My Orders”

My Order under Review

- Home
- Service Form Submission X
- Order Items X
- Stand Information
- Service Form Submission
- Stand Plan Submission
- Contractor Qualification
- Notices
- Technical Documents

My Order under Review

Name	Review Status	Action
Form 11 Temporary Personnel (Technical Regulations B29)(Deadline 2024-07-26)	Submitted	View

My Logistic Services Orders


Form 11 Temporary Personnel (Technical Regulations B29)

Temporary Personnel


Description	Unit Price per day (0900 to 1800 hours) (RMB)	Number of Persons	Number of Days		Total Cost (RMB)
			Start Date	End Date	
Exhibition Stand Assistant (Mandarin speaking only)	650	1	2024-10-08	2024-10-09	1300
Exhibition Stand Assistant (Mandarin and English Speaking)	960	1	2024-10-12	2024-10-13	2880
Interpreters (Mandarin/English)	1950				
Interpreters (Other Languages)	Upon Request				


Note:
Calculate based on 9 hours per day. 100% surcharge for Saturdays, Sundays and Public Holidays.
After submit on current page, please go directly to "My Order under Review" for details. After TSP and Organiser review, TSP will send the Order Confirmation to your email as soon as possible.


OK


- Submitted Form 5, 6, 11, 22, 22A can be found here under "My Order under Review"
- Upon approval, an Order Confirmation will be sent via email and the order can be found under  "My Orders"


My Logistic Services Orders


 [Stand Information](#)

 [Service Form Submission](#)

 [Stand Plan Submission](#)

 [Contractor Qualification](#)

 [Notices](#)

 [Technical Documents](#)

[Home](#) | [Order Items X](#)


My Order under Review

Name	Review Status	Action
Form 11 Temporary Personnel (Technical Regulations B29)(Deadline 2024-07-26)	Submitted	View

My Logistic Services Orders

Name	Review Status	Action
Form 18 Storage (Technical regulations B33)(Deadline 2024-07-26)	Submitted	View

[Delete](#)

- Submitted Forms 13 to 18 would be found under “My Logistic Service Orders” inside  “Shopping Cart”.
- The Onsite Logistical Contractor (OLC) will contact you via email to confirm your order.

My Order



- Stand Information
- Service Form Submission
- Stand Plan Submission
- Contractor Qualification
- Notices
- Technical Documents

Home My Orders X

My Orders

My Balance : CNY 0
0

Order Status

Order Number: PO24132-H3-TEST C01-01 Order Date: 2024-05-21

Pre-Show Order

Payer: TEST 测试公司3

Image	Item Name	Specifications	Qty	Unit Price(CNY)	Deposit(CNY)	Surcharge(CNY)	Total Amount(CNY)	Order Status
	3P 15A/380V for machine	No.	2	2400	0	0	7200	Approved
	SP 15A/220V for machine	No.	2	1200	0			

< 1 >

You may view the order status of your submissions via 'My Orders'.

- Submitted: Pending Operations Centre to issue Order Confirmation
- Pending Payment: Order Confirmation has been sent to your email, pending your payment
- Approved: Payment received

Stand Plan Submission

Home [Stand Plan Submission](#) X

Stand Information

Service Form Submission

Stand Plan Submission

Contractor Qualification

Notices

Technical Documents

Stand Plan Submission

No.	Category	Is Required	Description	Sample Drawings	Approval Status	Upload Date	Approval Date	Check Stand Layout	Upload
1	Stand Design Drawings	Yes		View	Not Submitted			View	Upload Document File Size up to 20MB
2	Technical Service Location Plan	No		View	Not Submitted			View	Upload Document File Size up to 20MB

The stand plan and machinery layout plan must be prepared in accordance with the example and symbols indicated on the machinery layout plan.

All drawing must be submitted with a scale of:

- 1:20 for stands with an area up to and including 50 sqm
- 1:50 for stands with an area of 51 sqm and above

- Click on “Stand Plan Submission” on the left menu and “Upload drawings” under the relevant category.
- After the upload is completed, a pop-up message “Upload successfully” will appear. An email notification of receipt will also be sent to you.
- Please refer to the “Technical Regulations” articles B8, B10, B11 for information on stand construction.

Contractor Qualification

- Home
- Contractor Qualification x
- Stand Information
- Service Form Submission
- Stand Plan Submission
- Contractor Qualification**
- Notices
- Technical Documents

Contractor Qualification

No.	Name	Is Required	doc requirements	Template	Approval Status	Upload Date	Approval Date	Check Forms	Upload
1	All documents required	Yes			Not Submitted				Upload Document File size up to 20MB
2	Business licence (soft copy)	Yes			Not Submitted				Upload Document File size up to 20MB
3	Corporate ID card (soft copy)	Yes			Not Submitted				Upload Document File size up to 20MB
4	Valid electrician licence	Yes			Not Submitted				Upload Document File size up to 20MB
5	Work at height permit (soft copy)	Yes			Not Submitted				Upload Document File size up to 20MB
6	Class B1 fire retardant test report	Yes			Not Submitted				Upload Document File size up to 20MB

- Click on “Contractor Qualification” on the left menu “Upload Document” under the relevant category
- After the uploading is completed, a pop-up message “Upload successfully” will appear
- It is recommended to combine all documents into one PDF file and upload it to item 1 “All documents required”.